

Tennessee Department of Health
Division of Laboratory Services

Directory of Laboratory Services



The Honorable Bill Haslam
Governor, State of Tennessee

John J. Dreyzehner, MD, MPH
Commissioner, Tennessee Department of Health

Richard S. Steece, PhD, D(ABMM)
Director, Division of Laboratory Services

The complete text of this directory is available online at
<http://tn.gov/health/article/lab-directory>

General Information

Section 1

Laboratory Information

[Nashville](#)

[Knoxville](#)

[Shelby County](#)

[Mission of Laboratory Services](#)

[Objectives of Laboratory Services](#)

[Divisions and Certifications](#)

[The Policy of Laboratory Services](#)

[Communicable and Environmental Disease and Emergency
Preparedness \(CEDEP\) Consultation Line](#)

[Who May Request Laboratory Services](#)

[Required Demographic Information on Request Forms](#)

[Ordering Specimen Collection Kits and Mailing Containers](#)

Requisition Forms for Laboratory Supplies

[Nashville](#)

[Knoxville](#)

TENNESSEE DEPARTMENT OF HEALTH DIVISION OF LABORATORY SERVICES

General Information

Director, Division of Laboratory Services	Richard S. Steece, PhD., D(ABMM)
Clinical Services Director	James A. Gibson, MPH
Assistant Clinical Director, Microbiology	Paula Gibbs, MT(ASCP)
Director, Environmental Laboratories	Bob Read, Ph.D.
Assistant Director, Environmental Laboratories	

Nashville Laboratory

Official Business Hours: 8:00 AM – 4:30 PM CT, Monday-Friday

Annual Holiday Schedule: Laboratory Services observes official state government holidays

Phone Number (615) 262-6300

Fax Number (615) 262-6393

After Hours Emergency Number (615) 262-6300

Location and Mailing Addresses

Physical Location and address for items shipped by UPS, Federal Express and carriers other than the US Postal Service	Address for letter (non-specimen) mail	Address Specimens shipped via the US Postal Service
Tennessee Department of Health Laboratory Services 630 Hart Lane Nashville, TN 37216-2006	Tennessee Department of Health Laboratory Services 630 Hart Lane Nashville, TN 37243-1404	Tennessee Department of Health Laboratory Services P.O. Box 305130 Nashville, TN 37230-5130

Delivery of Specimens

Specimens and samples may be delivered Monday through Friday from 7:00 to 4:30 to the back entrance located in the loading dock area. After regular business hours, deliver specimens and samples to the guard's desk at the front entrance of building.

Knoxville Regional Laboratory

Official Business Hours: 8:00 AM -- 4:30 PM ET, Monday-Friday

Annual Holiday Schedule: Laboratory Services observes official state government holidays

Director, Knoxville Regional Laboratory
Assistant Director, Clinical Division
Director, Environmental Division

George Dizikes, PhD.
Barbara Frei

Phone Number (865) 549-5201

Fax Number (865) 594-5199

After Hours Emergency Number (865) 549-5201

Location and Mailing Address

Physical Location and address for items shipped by UPS, Federal Express and carriers other than the US Postal Service	Address for letter and specimen mail via the US Postal Service
Knoxville Regional Laboratory 2101 Medical Center Way Knoxville, TN 37920	Knoxville Regional Laboratory 2101 Medical Center Way P.O. Box 59019 Knoxville, TN 37950-9019

Delivery of Specimens

Specimens and samples may be delivered Monday through Friday from 8:00 to 4:30 through the front laboratory entrance. Deliveries after regular business must be arranged in advance.

Shelby County Laboratory

Official Business Hours: 8:00 AM -- 4:30 PM CT, Monday-Friday

Annual Holiday Schedule: Laboratory Services observes official state government holidays

Laboratory Director
Laboratory Manager

Vickie Baselski, PhD., D(ABMM), F(AAM)
Stephen Gooch

Phone Number (901) 544-7352

Fax Number (901) 544-7647

After Hours Emergency Number (901) 544-7561

Physical Location and Mailing address
Shelby County Health Department 814 Jefferson Avenue Memphis, TN 38105-5099

Delivery of Specimens

Deliver specimens and samples to the Shelby County Laboratory during business hours. After hours deliveries must be prearranged.

The Mission of the Division of Laboratory Services

The Mission of Laboratory Services is to provide high quality analytical services of medical and environmental testing and to achieve the Mission of the Department of Health.

Divisions and Certifications of Laboratory Services

Clinical Division Laboratories are located in Nashville, Knoxville and Shelby County. The Clinical Division Laboratories are licensed by the State of Tennessee Laboratory Licensing Service (LLS) and certified by the Department of Health and Human Services Centers for Medicare and Medicaid Services (CLIA Laboratory Certificate of Compliance) to perform clinical testing. Laboratories are also monitored and certified by the Food and Drug Administration (FDA) for bacteriological examinations of foods. The laboratories perform a wide range of microbiological testing in the areas of Bacteriology, Molecular Biology, Environmental Microbiology, Mycobacteriology, Parasitology, Mycology, Immunoserology, Virology and Newborn Screening. Laboratory Services is also the State Emergency Preparedness Laboratory for biological agents. The Microbiology Laboratory performs over 1,000,000 tests per year.

Environmental Division Laboratories in Nashville, Knoxville and Shelby County are certified by the Environmental Protection Agency (EPA) under the Safe Drinking Water Act. Each laboratory follows guidelines, regulations and methodology as prescribed by the EPA, the Nuclear Regulatory Commission (NRC) and other federal or state programs. The Environmental Division consists of Organic, Inorganic, Radiochemistry, Aquatic Biology and Chemical Terrorism Laboratories. The Environmental Laboratories perform testing in support of other state departments such as the Department of Environment and Conservation, Department of Labor and the Department of Transportation.

Objectives of Laboratory Services

- ◆ Provide quality-assured microbiological, clinical and chemical laboratory services
- ◆ Assist other Tennessee laboratories in developing and strengthening the services they provide
- ◆ Serve the entire state as a reference laboratory for difficult, unusual or otherwise unavailable laboratory procedures especially as it relates population health
- ◆ Serve as a resource of information on laboratory practice and information updates
- ◆ Assist in the development, evaluation and standardization of medical and environmental laboratory testing procedures
- ◆ Participate in special studies and research projects especially as they relate to isolates of organisms required to be sent to the state laboratory
- ◆ Serve as a resource for organisms related emerging infectious diseases



Tennessee Department of Health Division of Laboratory Services

The Policy of Laboratory Services

Services offered by the Tennessee Department of Health Laboratories are determined by public health needs, available resources, regulatory demands and whether the services are available from other laboratories. Most public health programs are directed toward prevention of illness and require laboratory support for disease surveillance and diagnosis or monitoring. Enforcement in environmental regulatory programs also requires analytical laboratory support. **Some services are available only to county health departments and state-operated health facilities.** These are indicated in the Directory of Laboratory Services.

The Tennessee Department of Health Laboratory, in collaboration with public health officials, reserves the right to decide whether or not to analyze samples or specimens. The director or appropriate section manager should be contacted before collecting or sending unusual numbers of specimens or samples (as in epidemics, investigations or surveys.) This communication is necessary to determine whether the specimens can be analyzed and to make preparations for the analysis.

Communicable and Environmental Disease and Emergency Preparedness (CEDEP) Consultation Line (615) 741-7247

The Tennessee Department of Health Communicable and Environmental Diseases and Emergency Preparedness (CEDEP) consider it important that health departments have continuously available support during a public health emergency.

The Consultation Line is useful for questions regarding rabies post-exposure prophylaxis, measures to take upon diagnosing a disease of public health significance (for example; cholera, diphtheria, meningococcal meningitis). It may also be used to report an outbreak of illness requiring public health investigation or in the event of an emergency.

The voice mail/pager system, CEDEP can now be reached 24 hours per day, 7 days per week at (615) 741-7247.

Who May Request Laboratory Services

Clinical specimens may be submitted by:

1. All physicians, dentists and veterinarians in private practice who are licensed by the State of Tennessee.
NOTE: Animal specimens not associated with human disease may be sent to the Tennessee Department of Agriculture, Kord Diagnostic Laboratory, Box 40627, Melrose Station, Nashville, TN 37204, (615) 837-5125.
2. Health care professionals working in support of Health Department programs.
3. Hospitals and private laboratories for which Laboratory Services serves as a reference and consultative laboratory for the identification, confirmation and serotyping of clinical isolates.
4. State epidemiologists or their authorized representatives may submit specimens, including food and environmental samples that are usually related to outbreaks or epidemics.
5. Law enforcement agencies may submit samples for biological testing for investigation of agents related to potential acts of terrorism.



Environmental samples may be submitted by:

1. Agencies/representatives of the Tennessee Department of Environment & Conservation.
2. Other state agencies and county health departments. Environmental samples may be submitted "directly" by county health departments ONLY if that they have prearranged contractual agreements with TDH.
NOTE: Results of laboratory testing will be reported to the provider and the appropriate agencies within the Department of Health or the Department of Environment and Conservation. They will not be reported to private individuals.
3. Law enforcement agencies may submit samples for biological testing for agents of terrorism.

Required Demographic Information on Request Forms

In an effort to comply with CLIA (Clinical Laboratory Improvement Act) guidelines and state epidemiology requirements, the following demographics will be required for all clinical specimens submitted for any testing protocol. We have begun to migrate to a new computer system and these items are all required fields. By defining a field as required, the system will not allow printing of a final report without these demographics. Please find the required demographics listed below.


- ◆ First and Last Name
- ◆ Date of Birth
- ◆ Sex/Gender
- ◆ County of Residence
- ◆ Specimen Collection Date
- ◆ Source of Specimen
- ◆ Submitter identification including address

Ordering Specimen Collection Kits and Mailing Containers

Specimen collection kits are available from your county health department. They are intended exclusively for use in submitting specimens to the state laboratories. County health departments should order laboratory supplies from their nearest Tennessee Department of Health Laboratory. Newborn screening forms are only available from Laboratory Services in Nashville. Use the following procedure for ordering:

- ◆ Complete the Requisition for Laboratory Supplies Form (see final pages in this section).
- ◆ Anticipate the needs of your health department and the needs of the providers that you supply.
- ◆ Order only what you will use in one month.
- ◆ Do not stockpile supplies.
- ◆ **Expired supplies are the most frequently cited deficiency on inspections.**
- ◆ Fax the order one-week before it is needed. All telephoned orders must be immediately followed by a fax.

Requisition forms for supplies follow. Please note that the forms are divided by regions.

 TENNESSEE DEPARTMENT OF HEALTH	Tennessee Department of Health Division of Laboratory Services Laboratory Supplies Requisition				
Requesting Facility Ship to Address (Print or Type)					
Facility Name:					
Address:					
City:	State: Zip Code:				
Contact Person:	Phone: ()				
E-mail Address:	Fax Number: ()				
Supplies Requested	UOM	QTY	Supplies Requested	UOM	QTY
Chlamydia/Gonorrhea (Gen-Probe) Unisex Kit	50/Bx		Newborn Screening Request Form (PH-1582)	100/Pk	
Chlamydia/Gonorrhea (Gen-Probe) Urine Kit	50/Bx		Mailing cans, Medium (holds 1-3 tubes)	20/Bx	
Chlamydia/Gonorrhea (Gen-Probe) Vaginal Kit	50/Bx		Mailing cans, Large (holds 3-6 tubes)	20/Bx	
Foodborne Outbreak Stool Collection Kit	Ea		Courier Labels – NASHVILLE (RED)	50/Pk	
Parasites (O&P) Specimen Kit	Ea		Courier Labels – MEMPHIS (BLUE)	50/Pk	
Herpes/Viral Specimen Kit	Ea		Courier Labels – KNOXVILLE (GREEN)	50/Pk	
Pertussis (Bordetella) Specimen Kit	Ea		Labels – Keep Refrigerated	Pk	
TB Specimen Kit	50/Bx		Cold Packs	Ea	
Vacutainer tubes (7 ml draw)	100/Pk		Warm Packs	Ea	
Other (Please Specify) _____					
Ordering Reminders			WAYS TO ORDER		
<ul style="list-style-type: none"> Order only what you can use in one month Please be mindful to check expiration dates Questions, please call (615) 262-6391 			1. FAX: (615) 262-6455 2. Email: DCLAB.supply@tn.gov 3. Mail to: Tennessee Department of Health Division of Laboratory Services 630 Hart Lane Nashville, Tennessee 37243		
For Laboratory Use Only					
RECEIVED _____ Date	FILLED _____ Date	INITIALS _____ Date	SHIPPED _____ Date		



STATE OF TENNESSEE
DEPARTMENT OF HEALTH
DIVISION OF LABORATORY SERVICES
630 HART LANE
NASHVILLE, TN 37243

Lab Receipt
Date/Initials

QFT Supply Requisition

Quantity Ordered	Unit of Distribution	Item Description
	Each	Shipping Cans (Large Cans w/Inner Container)
	Each	Clinical Overpacks (FedEx Clinical Pouches)
	Each	FedEx Airbills
	Each	FedEx Airbill Pouches
	Set	QuantIFERON Collection Tubes
	Each	Racks
	Each	Insulated Shippers w/Cold Pack
	Each	Specimen Transport Bags

Ordering Region

Regional Contact
& Phone Number

Ship To

County Contact
& Phone Number

FAX: (615) 262-6455


or

EMAIL: DCLAB.Supply@tn.gov

FOR LABORATORY USE ONLY

Revised April 2014

FILLED	SHIPPED
(Date/Initials)	(Date/Initials)

 TENNESSEE DEPARTMENT OF HEALTH	Knoxville Regional Laboratory Tennessee Department of Health Division of Laboratory Services Laboratory Supplies Requisition				
Requesting Facility Ship to Address (Print or Type)					
Facility Name:					
Address:					
City:	State: Zip Code:				
Contact Person:	Phone: ()				
E-mail Address:	Fax Number: ()				
Supplies Requested	UOM	QTY	Supplies Requested	UOM	QTY
Chlamydia/Gonorrhea (Gen-Probe) Unisex Kit	50/Bx		Reagan-Lowe Media (Pertussis Only)	2/Pk	
Chlamydia/Gonorrhea (Gen-Probe) Urine Kit	50/Bx		Viral Transport Media (1.5ml/tube)	Ea	
Chlamydia/Gonorrhea (Gen-Probe) Vaginal Kit	50/Bx		Newborn Screening Request Form (PH-1582)	100/Pk	
Foodborne Outbreak Stool Collection Kit	Ea		Mailing cans	Ea	
Parasites (O&P) Specimen Kit	Ea		Biological Substance Category B Mailing Labels	Ea	
Herpes/Viral Specimen Kit	Ea		Courier Labels – NASHVILLE (RED)	50/Pk	
Bordetella Pertussis Specimen Kit	Ea		Courier Labels – MEMPHIS (BLUE)	50/Pk	
TB Specimen Kit	Ea		Courier Labels – KNOXVILLE (GREEN)	50/Pk	
Water Bacteriology Kit	Ea		Labels – Keep Refrigerated	PK	
Vacutainer tubes (7 ml draw)	100/Pk		Cold Packs	Ea	
Gonorrhea Culture Media	3/Pk		Warm Packs	Ea	
Other (Please Specify) _____					
Ordering Reminders			Ways to Order		
<ul style="list-style-type: none"> Order only what you will use in one month Submit order one week in advance of need Please be mindful to check expiration dates Replacement media is available for expired media in complete kits Questions, please call (865) 549-5201 			1. FAX: (865) 594-5199 2. Mail: Knoxville Regional Laboratory Tennessee Department of Health Division of Laboratory Services 2101 Medical Center Way Knoxville, Tennessee 37920		
For Laboratory Use Only					
RECEIVED _____ Date	FILLED _____ Date	INITIALS _____ Date	SHIPPED _____ Date		